

July 8, 2010

TO: ALL OFFERORS

FROM: CARMEN HERRERA  
IT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL - CONTRACT NO. GSS10584-  
AUDIO\_VIDEO, Audio, Video and Surveillance Equipment and Services

**ADDENDUM #3**

This addendum is to advise all offerors of the following:

1. All Offerors must reply to the amended RFP dated June 23, 2010.
2. No further questions will be accepted after pre-bid meeting dated July 8, 2010.
3. Second set of questions and answers are attached.

All other terms and conditions remain the same.

If you have any questions, please contact me at 302-739-9683 or carmen.herrera@state.de.us.

- 1) Does State want percentage off list price and not a specific price per item?
  - a) Yes, the State is seeking a percentage off list price by product category.
- 2) In reference to the Proposal Reply Manufacturer Form, it appears that we list product category (i.e. # 5 -Ceiling Speakers) and percentage off list price only (not specific products or dollar amounts) on this form. Is this correct?
  - a) Yes.
- 3) Some of the manufacturers we represent only sell to dealers and do not set MSRP. Is it acceptable to show the State of DE price on the PriceList spreadsheet as a "cost + %"?
  - a) Price would be your list price minus discount percentage.
- 4) Appendix B, Price List Tab, Colum C – What level of detail should we provide for each product? Should we list model numbers or just provide the product category name from the product category tab of the spreadsheet.
  - a) Product category name.
- 5) Appendix B, Price List Tab - Should Column F, currently labeled, State of DE Price be interpreted as State of DE discount off manufacturer list price?
  - a) Yes.
- 6) Do we need to list everything we sell on the Reply Manufacturer Form, or can we provide a Standard Price List of our Products?
  - a) No, please utilize categories on product category form for the manufacturer form.
- 7) Please change Appendix B, price sheet tab, to reflect the last Column is a discount off list and not a price in dollars.
  - a) Instruction specifically states: “Lastly, enter discount off manufacturer list price offered to the State.”
- 8) How is labor on an actual project priced? I did not see an HOURLY rate for the various technical labor tasks. Should the response assume that labor shall be quotes separate of the contractual equipment pricing and on a project basis?
  - a) Yes.
- 9) As a manufacturer of Classroom Audio Equipment, we only provide audio amplification products. Explicitly, our services would apply only to points 6, 8, 9, and 10 of Configurations for System 1 (p 43-44). Based on this information, how do we complete pages 50-51?
  - a) Only answer the points that pertain to you and use the form requested.
- 10) As a manufacturer for the Audio and Video Equipment Category, do we have to complete pages 50-51?
  - a) Form on pages 50-51 applies to configurations for pricing estimates listed on pages 43 and 44. *Per the amended RFP dated June 23, 2010, form on pages 48-49 applies to pricing configurations on pages 43 and 44.*
- 11) On page 2, Item 4 C notes the “Proposal Summary.” Will you please refer me to the page number(s) for this reference? Is this referring to page 50?
  - a) This refers to page 47. *Per the amended RFP dated June 23, 2010, this refers to page 46 of the amended document dated June 23, 2010.*
- 12) If the forms on pages 50-51 do not apply to us, what would you like us to complete to provide product information?
  - b) Please see appendix B.

- 13) Please supply me with examples of what types of products you would like to see under each category.
- a) Please utilize categories to the best of your ability. Offerors are permitted to write additional categories at the bottom of the page. Feel free to use as many additional categories as you feel are necessary.
- 14) Our products fall under the Audio and Video Equipment referenced on Page 45, with some products being included in “systems” as well as available individually. Do we complete the excel spreadsheet, “Proposal Reply Product Category Form” for all products applicable? Can we list our systems separately under the “Additional Categories”?
- a) Yes to both.
- 15) Our products have approximately 500 accessories available (i.e. cables, sensors, batteries, etc.). Where would you like these included? Do we still use the “Proposal Reply Product Category Form” for these (i.e. create an “Accessories” category)?
- a) Yes, offerors have option to include Accessories by Manufacturer with single discount by adding “Accessories” as an additional product code.
- 16) We are the manufacturer of our products. Do we need to complete the “Proposal Reply Manufacturer Form”? If yes, how would you like us to answer the “List years of experience with manufacturer” question?
- a) Yes, list your years of experience.
- 17) Please highlight specifically what changed from the original RFP dated June 9, 2010 and the revised RFP amended June 28, 2010.
- a) Main changes: Proposal reply summary form added to minimum information required in response to clarify intent; Appendix A Scope of Work detail reorganized by vendor category and general; Appendix A Scope of Work detail – added 1.1, 1.2, 1.3 to clarify intent; Appendix A proposal reply offeror information form revised; Order of Documents in the Offeror Proposal and PROPOSAL REPLY SUMMARY FORM revised to organize proposal replies and accommodate technical spec reorganization; Added header information to proposal reply form for pricing estimates.
- 18) Please clarify where the responses to the following requirements should be placed in the response:
- P. 34 Section D. Description of Services and Qualifications
  - P. 36 Section C Requirements of the Offeror, Bullets 1 and 3 request a brief description of the organizations and a brief description of the subcontractors
- a) Please see amended RFP document dated June 23, 2010.
- 19) Applicant is expected to complete Appendix B. Nowhere in the Proposal Reply Section is Appendix B called out. Please advise.
- a) Please see amended RFP document.
- 20) Can you please let us know what is mean by “Section 6 – Optional” on page 47.
- a) Please review amended RFP at <http://gss.omb.delaware.gov/bids.shtml>.
- 21) We also understand that you do not want a 3 ring binder, what other forms of binding will be acceptable for this response. Our bid management team typically uses a 3 ring binder.
- a) Three ring binders are the only exclusion.

- 22) In the chart on page 34, section 3 refers to “Technical Requirements”. Are you seeking product specifications? If not, please explain “technical requirements”.
- a) Respond to requirements in Appendix A. Please see amended RFP document.
- 23) On page 34, item C explains that the “proposal must include a Table of Contents with page numbers for each of the required components.” Does this refer only to the page numbers (where applicable) on the documents that you provided, or must we create page numbers for everything included in the proposal?
- a) Your response should have page numbers.
- 24) I cannot find in the document in which section you are looking for Appendix C to appear. Logic would tell me to include it in Section 5 (with the financial information), but I was hoping to get the official word on that.
- a) Please review Proposal Reply Summary Form sections and note regarding use of section 9.
- 25) For Appendix B, my notes from the pre-bid meeting indicated that we were required to “complete all forms”. A few of the tabs do not pertain to my services (audio and web conferencing services). Am I permitted to refrain from completing these tabs?
- a) For best results, you may enter note stating form is not applicable.
- 26) Is it necessary to scan the financials and certificate of insurance for the soft copy versions?
- a) Soft copies do not require original signatures and should contain all other information.
- 27) It was mentioned at the mandatory bid meeting that a bid bond was no longer required for this bid. Is that in an addendum or in writing somewhere. If not, can you confirm that to be the case.
- a) Please see #11 and #12 of the Special Provisions.
- 28) AVI and SPL merged would the State like for AVI-SPL to submit two responses to this RFP?
- a) Per General Provision #15a, proposals may be rejected or an offeror disqualified for the submission of more than one proposal for the same contract from an individual, firm, or corporation under the same or different names.
- 29) If a manufacturer submits a direct response and names resellers as subcontractors, are there any restrictions to the number of resellers that can be named as subcontractors?
- a) No
- 30) Did any reseller(s) that will be named as subcontracts need to have attended the mandatory meeting on June 21st?
- a) No
- 31) In regard to the financial information to be included in our response, page 36 indicates that we are to provide banking references and auditing firm information. Please let us know if there is more specific information that is required to be provided.
- a) Please see specifics listed on page 36 Financial Records: in paragraphs numbered 1, 2, and 3.
- 32) Our financials are performed by an outside accounting firm, but not audited. Please advise if this will be an issue.
- a) Please comply with RFP requirements to the best of your ability.

- 33) The bid doesn't require installation, but does ask for installation contractor information.  
While this is not standard for our industry, we are happy to include some of the anticipated contractors. Where would you like this noted?  
a) Please see amended RFP document.
- 34) If schools choose to include installation in their purchase, does the state require installation to be on a separate purchase order from the products, or can they be combined for ease of billing?  
a) It can be on a single PO.
- 35) Can you send me the bid proposal pages for Bid# GSS10584(Audio Visual).  
a) Please review the amended request for proposal, dated June 23, 2010, and Appendix B – Pricing Spreadsheet (Excel file) at <http://gss.omb.delaware.gov/bids.shtml>. Also, be sure to review addendum 1 and addendum 2 for further information. Feel free to contact me if you are unable to access information.
- 36) Also, do you want only 1 product solution per proposal, or may we provide different options for the customer to select? If we can provide different solution options, would you prefer they be listed on separate Proposal Reply Forms (Appendix A #5)? Please advise.  
a) We would prefer one product solution per proposal.
- 37) I have a current question regarding page 44 "System 2" Tandberg Profile 65" Videoconferencing System or approved equivalent.....How do I determine who is approved? Is Polycom?  
a) "Approved equivalent" refers to industry standards.
- 38) Do all the optional sources listed (DVD/VCR Recorder, Doc Cam, & Whiteboard) need to be integrated at the same time? If only one source was required we would choose a less expensive option.  
a) No, only one at a time is sufficient.
- 39) I also noticed one other specification (line 6) in the System 1 section that I want to receive clarification. Will the videoconference unit need to output 720p (HD) resolution at 30 fps running 384K data rate?  
a) Line 6 does not have a requirement for the resolution, these are minimum system requirements.
- 40) Can you please post (or tell me where I can find) the attendees list for yesterday's meeting?  
a) After the process is complete, you may submit a Freedom of Information Act request for this information.
- 41) With regard to addendum #2 and the meeting on Thursday July 8th at 10:00, it indicates that if we attended the first mandatory meeting that we do not need to attend this meeting. It also states that this is for vendors who did not register for the UNSPSC code 4617. I do not recall registering for this code even though I attended the first meeting. Can you clarify this for us and let me know if a representative from Total Video Products needs to attend?  
a) Per addendum 2: An additional mandatory pre-bid meeting is scheduled for Thursday, July 8, 2010 at 10:00 local time, will be held in Blue Hen Conference Room, Government Support Services, 100 Enterprise Place, Suite # 4, Dover, DE 19904. Vendors who attended the pre-bid meeting on Monday, June 21, 2010 need not attend, but may, if desired.
- 42) If a vendor did not attend the first meeting, are they eligible to bid if they attend this meeting?  
a) Yes.

- 43) Pre-Bid Meeting-Per the Addendum 2 document dated June 24, vendors that attended the initial pre-bid meeting are not required to attend the July 8 meeting. However, the revised RFP document dated June 28, page 45 states the July 8 meeting is mandatory. Please clarify.
- a) Vendors who attended the pre-bid meeting on Monday, June 21, 2010 need not attend, but may, if desired.
- 44) Would I be able to bid this project please? And if so, what must I do prior to next Thursday's proposal meeting to be eligible please?
- a) Please read and follow all instructions in the amended RFP dated June 23, 2010. Per addendum 2, this additional pre-bid meeting is intended for those vendors who did not register for UNSPSC code 4617. You may register for the Vendor Contracts Notification Services with the Delaware Information Subscription Service (DISS) at <https://diss.state.de.us/DWS/public.diss> for any area of interest. All pre-bid meeting attendees are required to sign in, please plan your schedule accordingly.
- 45) As you are conducting a second pre-bid meeting, will this allow companies that were not present at the original meeting to present a bid for these contracts?
- a) Please read Addendum 2.
- 46) To confirm, July 8th there is another mandatory meeting for July 16th deadline, correct? Can you shed any light as to what this meeting is about?
- a) Per addendum 2: An additional mandatory pre-bid meeting is scheduled for Thursday, July 8, 2010 at 10:00 local time, will be held in Blue Hen Conference Room, Government Support Services, 100 Enterprise Place, Suite # 4, Dover, DE 19904. Vendors who attended the pre-bid meeting on Monday, June 21, 2010 need not attend, but may, if desired. This additional pre-bid meeting is intended for those vendors who did not register for UNSPSC code 4617.
- 47) Is there a deadline for questions and answers?
- a) No further questions will be accepted after pre-bid meeting dated July 8, 2010.